

# **Downtown Providence District Management Authority**

## **Board of Directors meeting minutes**

**Thursday, June 19, 2008 8:45 a.m.**

### **1. Roll Call**

**Director Gagliardi called the meeting to order at 8:35 a.m.**

**Directors present: Michael Corso, Robert Gagliardi, Susan LaPidus, Richard Lappin, Thomas Niles and Christopher Placco.**

**Ex-Officio Members present: Diana Burdett, John MacIver, John Nickelson and Alix Ogden.**

**Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Jeremy Curran, President of Block by Block; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Greg Stafford, General Manager of the Hotel Providence.**

### **2. Approval on the minutes of the May 15, 2008 meeting**

**Director Lappin motioned to approve the minutes from the May 15, 2008 board meeting. Director Gagliardi seconded the motion, and a roll call vote was held as follows:**

**Director Corso yes.**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Niles yes**

**Director Placco yes**

**Therefore the motion passed.**

### **3. Financial Report**

#### **Monthly Financial Reports**

**Steve Gibson presented the financials for May 2008. The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve. The DID continues to contribute \$3,500 per month to a sinking fund for capital equipment replacement.**

**To better present what amount is in the sinking fund and other restricted funds, three new accounts have been added to the Statement of Financial Position. The Capital Equipment Replacement account represents the sinking fund. The \$3,500 per month will be added to this account. Reserve for 2 Months Operating Expense will keep a balance of \$200,000 to cover for two months expense at \$100,000 per month. Reserve for Assessment Appeals currently has a balance of \$75,000, these fund are set aside to cover any possible loss due to appeals of the City's property revaluation process.**

**The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on both bank balances and**

past due assessments, and lower than anticipated assessment non-and slow payment.

Director Placco motioned to accept the May 2008 financials as presented. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Niles yes

Director Placco yes

Therefore the motion passed.

#### **4. New Assessment Rates for FY2009**

Due to the recent revaluation process that was conducted by the City of Providence, the Board had decided that the rates used to calculate the DID assessments needed to be changed. As mandated while going through the budget process, revenue was not to be increased just because property values have.

A committee was formed to study the issue and Steve Gibson presented their recommendation. Two different zone rates will still be in place, since zone 2 does not have services on the weekend and that will not change. The rates proposed are: Zone 1 at 0.00102 and Zone 2 at 0.00083. The proposed zone assessments are in conformance with the original management plan approved by the

**Property Owners and submitted to the City Council.**

**Director Corso motioned to accept the new rates. Director Placco seconded the motion and a role call vote was held as follows:**

**Director Corso yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Niles yes**

**Director Placco yes**

**Therefore the motion passed.**

## **5. Operation Committee Report**

**The Operations Committee met to review the bids received for the contract of clean and safe service. Director Gagliardi presented their report. First Director Gagliardi wanted to point out that putting the contract up to bid was what the Board felt as an obligation to the rates payers to try to get the most for their money without compromising the level of service that they expect. The process came to comparing two companies, Block by Block and SGI. Block by Block was recommended by the Committee most importantly for their quality of service but also the lower bidder. Director Placco motioned to award the clean and safe contract to Block by Block in accordance with their submitted proposal. Director LaPidus seconded the motion and a role call vote was held as follows:**

**Director Corso yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Niles yes**

**Director Placco yes**

**Therefore the motion passed.**

## **6. Urban Place Consulting Contract**

**Dan Baudouin presented the 2009 contract for Urban Place Consulting, which is for a one year extension. The same services will be provided with a slight increase to cover employer costs and pay increases. The contract extension for one year will be for \$229,331. Director Lappin motioned to approve the extended contract. Director Niles seconded the motion and a roll call vote was held as follows:**

**Director Corso yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Niles yes**

**Director Placco yes**

**Therefore the motion passed.**

## **7. Nominating Committee Report**

**As of June 30, 2008 the terms for the members of the Executive Committee will expire. Therefore the Nominating Committee convened to recommend new officers for the Board of Directors. Their recommendations are as follows:**

**Chairman of the Board Robert Gagliardi**

**Vice- Chairman Richard Lappin**

**Treasurer Christopher Placco**

**Secretary John Macliver**

**Director Corso motioned to accept the Committee's recommendations. Director Niles seconded the motion and a role call vote was held as follows:**

**Director Corso yes**

**Director Gagliardi yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Niles yes**

**Director Placco yes**

**Therefore the motion passed.**

**The Board expressed their gratitude to the outgoing Officers for their time and hard work to make the DID a success.**

## **8. Marketing Report**

**Joelle reported to the Board about the upcoming event on June 26, 2008. The DID is sponsoring a Greater Providence Chamber of Commerce business after hours networking event. It is to be held on Westminster Street. Joelle is working with several different restaurants, asking them to donate the food and drinks. She was also able to obtain a cash donation from Washington Trust to be used for the entertainment and other supplies.**

**9. Report from Urban Place Consulting and Director of Public Spaces**  
**Frank LaTorre presented to the Board an update on the different projects that he is working on.**

**The HRP hosted the first ever Beverage Service Training. The panel represented all aspects of government related to the entertainment industry. Invited were all license holders. The training was to inform the holder s of the current liquor laws and enforcement of them.**

**Also the HRP is preparing to go directly to the City Council to asking for funding for the late night roving police patrol.**

**The Greater Kennedy Plaza Security Committee is meeting on a regular basis to discuss issues such as lighting in the parks and tunnel and new security cameras to be installed.**

**A new ordinance is being put in front of the City Council regarding loitering in the area. This ordinance would make loitering become a municipal offence, thereby being handled at a district court level.**

**Both Bob Smith from the RIDOT and John Nickelson from Providence DPW were present to talk about sidewalks. The bid for the 50/50 match between the DID and the DPW for minor sidewalk repair has gone out. Bids are due in by June 23, 2008. The contract will be awarded two weeks from that date. The RIDOT sidewalk project is being held up due to the serious deterioration of some of the vaults. National Grid has received their funding to start work on their vaults, they should be starting soon. Bob is willing to find out if two separate bids for repairs can be put forth, the major one excluding the vaults so that work can get started. The funding is still available**

for this project. The money will have to be allocated to the projects and the then bids can go out. Most likely this will happen in the Autumn of 2008.

#### **10. Report from Block by Block**

Frank Zammarelli updated the Board on the expansion of the landscaping project. He was happy to report that it is 99% complete. The new hanging baskets have been hung and all the new planters are in place and planted. Minor touch ups remain.

He also told the Board about one of our safety team members who went beyond his duties to help capture a robbery suspect. The suspect was in an altercation with a private security guide. Our Safety Ambassador stepped in to help the security guide and hold the suspect until the police arrived to arrest him.

Jeremy Curran was in town with Operations Managers from Newark and Nashville. They were here to view the landscaping work done and to get ideas for their districts. Both men were very impressed not only with the landscaping but the district as a whole noting the cleanliness and lack of panhandling.

#### **11. Other Business**

Board meetings for fiscal year 2009 will continue to be held the third Thursday of the month at 8:30a.m. New calendars will be distributed to all members at next meeting.

#### **12. Adjournment**



**Director Gagliardi adjourned the meeting at 9:57a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**